

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 63-124**

**AIR FORCE MATERIEL COMMAND**

**Supplement 1**

**19 JULY 1999**

**Acquisition**

**PERFORMANCE-BASED SERVICE  
CONTRACTS (PBSC)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Supersedes AFMCI 64-103, 27 Apr 1994 and  
AFMCFARS Subpart 5337.91,  
Surveillance

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This supplement implements AFPD 63-1, *The Acquisition System*.

**SUMMARY OF REVISIONS**

Revisions establish PBSC requirements for Advisory and Assistance Services (A&AS) and Other Professional and Technical Services contracts.

**AFI 63-124, 1 April 1999, is supplemented as follows:**

This supplement applies to A&AS and Other Professional and Technical Services contracts. Surveillance requirements apply when the place of performance for the effort is at the center or laboratory where the contract is awarded or other government installation.

1.2.3. Center/AFRL Commanders:

1.2.5. The Senior Center Contracting Official (SCCO) ensures that Business Requirements and Advisory Groups (BRAG) are established. BRAGs are essentially joint functional teams that support accomplishment of many tasks listed in the Air Force instruction. The BRAG is intended to be a flexible group whose size and organizational structure may be unique for specific contracts and centers or AFRL. BRAGs are encouraged to use resources available through their local Acquisition Support Teams (AST).

1.2.5.3. Also support query activities and completion of Determination/Decision Documents (DDD) for A&AS requirements.

1.2.5.7. Brief the SCCO as required.

1.2.6. SCCOs:

1.2.6.1. Perform duties as the Center or Laboratory Business Advisor to include updating the Center or Laboratory Commander on the health of the Center or Laboratory A&AS and Other Professional and Technical Services contract program.

4.1.7. The Chief of the Contracting Office (COCO) on a case-by-case basis may approve use of an award fee plan in lieu of a Quality Assurance Surveillance Plan (QASP). The award fee plan must provide for comparable surveillance of services. Develop a limited QASP to cover particular areas not suitable for inclusion in the award fee plan.

#### Attachment 1, Terms

Directors of Contracting--For AFMC means HQ AFMC/PK. This is a MAJCOM level position and therefore does not for AFMC mean SCCOs or Chief of Contracting Divisions.

Functional Director or Functional Commander--For A&AS and Other Professional and Technical Services, the Functional Director or Functional Commander would be the government position, such as the program manager, technical director, test facility manager, or equivalent, responsible for the functional area in which the services are provided.

(Added) Quality Assurance (QA) Personnel--Includes Functional Area Evaluators (FAE).

(Added) Advisory and Assistance Services--A&AS is as defined in FAR 37.201, Definitions.

(Added) Chief of the Contracting Office--The COCO is as defined in AFMCFARS 5302.101, Definitions.

(Added) Senior Center Contracting Official--The SCCO is as defined in AFFARS 5302.101, Definitions.

#### Attachment 2

A2.2.9.1. The Functional Director and SCCO would make the determination.

A2.2.10.1. The Functional Director and SCCO would make the determination.

**A2.3. (Added)** The surveillance requirements of this instruction do not apply to the following types of contracts:

A2.3.1. (Added) Service contracts for Contractor Engineering and Technical Services (CETS) covered by AFI 21-110, *Engineering and Technical Services*.

A2.3.2. (Added) Service contracts that the Defense Contract Management Command (DCMC) is delegated responsibility for quality assurance or surveillance.

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